

## **Instructions for Specific Use Permit (SUP) & SUP/Rezone application:**

Please provide an address or, if there is no address, provide the x,y coordinates for the location of the property.

If a tax roll description is available for the property, please provide it in the Legal description. For a portion of property not previously described by the tax roll, please provide a meets & bounds description and attach a copy as a Word document.

Please be sure that your application has a valid email, address, and phone number for each person involved so office staff can contact you should your application require more information.

Eight (8) conditions – address the conditions individually and in detail if needed.

Attach the following required documents:

1. A letter - describing all processes and activities involved with the proposed use. If the application is for a combined SUP/Rezone, please state the zone requested and. In addition, please provide hours and days of operation, number of employees (if pertinent) and security if needed. The letter should be signed by the applicant, property owner and agent.
2. Site plan - **drawn to and printable to a scale**. The site plan should be submitted as a .pdf, and the preferred scale is 20 -100 engineering scale. The following should be included in the site plan:
  - Boundaries of the area covered by the site plan;
  - The location of each existing and proposed building and structure in the area covered by the site plan and the number of stories, height, roof line, gross floor area and location of building entrances and exits;
  - The location of existing and proposed drainage ways and significant natural features;
  - Proposed required landscaping and screening buffers (Section 28.04.006(f));
  - The location and dimensions of all curb cuts, public and private streets, required parking and loading areas, pedestrian walks, lighting facilities, and outside trash storage facilities (Section 28.04.002 and Section 28.04.006(g));
  - The location, height and type of each existing or required wall, fence, and all other types of screening (Section 28.03.006(f));
  - The location, height and size of all proposed signs (Section 28.04.003 or 28.03.021, depending on location).